

**CENTRAL VALLEY HEALTH DISTRICT
BOARD MEETING MINUTES**

June 17, 2019

The CVHD Board met at noon on Monday, June 17, 2019 in the conference room at Central Valley Health District. Dr. Torrance, Chairperson, called the meeting to order.

MEMBERS PRESENT:

Dean Entzminger Laurel Haroldson Heidi Larson (via phone) Denny Ova (via phone)
Cynthia Schaar Dr. Torrance

MEMBERS ABSENT: Darla Reed

OTHERS PRESENT:

Robin Iszler Tami Dillman Marcie Bata Marcia Bollingberg Trent Hillerud

INSERVICE:

None

MINUTES OF THE PREVIOUS MEETING:

The minutes of the previous meeting were reviewed and no corrections or additions were needed. Dean Entzminger made a motion to approve the minutes as read, seconded by Denny Ova. Motion carried by unanimous vote.

NARRATIVES:

The Narrative reports were reviewed and no additions or corrections were needed. Dean Entzminger made a motion to approve the narrative report, seconded by Denny Ova. Motion carried by unanimous vote.

HEALTH OFFICER REPORT:

Dr. Torrance is back from medical leave. A thank you will be sent to Dr. Rachel Wanzek for her assistance while Dr. Torrance was out on leave.

Old Business:

1. Environmental Health:

Marcie Bata updated the Board on several properties with on-going issues. Hibl property is located at 543 47 St NW and the seller had requested an inspection. A permit exists but the septic system is not sized for a 4 bedroom home. The New owner had submitted a letter to Central Valley. Cynthia Schaar made a motion to send a letter to the new owner requesting more information on the fourth bedroom, seconded by Dean Entzminger. Motion carried by unanimous vote.

The Moos property located at 2940 89 Ave SE was a request for inspection from the seller the inspection could not determine compliance. The soil treatment may be in pasture discharge into the slough. Vaneaton property at 2667 87 Ave SE Buchanan was a complaint of possible septic system failure on top of ground, the septic system cannot be seen from the road. Marcie noted this may be a new construction and is listed as agricultural property on property tax search site. For both properties owners have been unresponsive Motion was made by Cynthia Schaar to send a letter requested the assistance of the Sheriff's Department, seconded by Dean Entzminger for both properties listed above. Motion carried by unanimous vote.

There were an additional 2 properties Marcie updated the Board on. The Doehler property at 2914 87 Ave NE had an inspection on a permitted onsite septic system. The second system on the property failed. A letter had been sent to the home owner but there was no response received. There was an additional property located at 7341 Hwy 30 in Lehr owned by Hauff. This property needs an alarm on

the holding tank and an agreement with a pumper or receipts of service by a pumper. Attempted to contact with no response back. Cynthia Schaar made a motion to send certified letters to both property owners listed above, seconded by Dr. Torrance. Motion carried by unanimous vote.

2. Building Repairs-Roof:

Trent Hillerud was present at the meeting today to answer any questions Board members had regarding the roof repair project. Robin reported she had done some research into determining what the building was worth per the request of the Board at the May 2019 meeting. Jamestown Public Schools uses the State Fire and Tornado Fund Property Schedule. According to that schedule an estimate value of our building is \$2,145,100 million dollars which is what the replacement cost of the building would be. A pitched roof will be less weight on the building as the tar paper and rocks would be removed. The weight with the pitched roof would be approximately 3 pounds per square foot and the current weight is 10-12 pounds per square foot. There are 3 options available. One is to replace the current roof with a flat roof and the cost for each side is approximately \$65,000.00 each. Option 2 would be to install a pitched roof at a cost of \$112,750 per side. The third option is to just repair the current roof and no replacement. The bidding process is required for projects over \$200,000.00 this is the increased amount that was approved by the ND Legislature and will go into effect August 1, 2019. Since our roof has two sections the project will be approved by reviewing each section. Trent Hillerud reported a pitched roof is a better option long term as it will last longer. The warranties are different. The warranty on a flat roof is 15 years and additional warranties can be purchased. The pitched roof would have a longer warranty. Trent stated that there can be issues with a metal roof if the roof is not ventilated correctly and in the winter the roof will frost up. Trent feels the flat roof would last 15-20 years and he feels the pitched roof will last 20-30 years. Trent stated the south and north sides of the building will be higher with the pitched roof but snow sliding off the roof causing harm is not of concern. There should not be performance issues with either roof option if the roof is constructed correctly. There would be current added R value with the pitched roof and we could request Twin City to also increase the R value. There is not added value when selling a property with metal roof. Discussion was held regarding the change in the look of a pitched roof. Discussion was held regarding if there were any grants available to help with the cost and Robin is not aware of any at this time. Stutsman and Logan have carry over funding available. Programs are still paying rental costs to CVHD to assist with building needs. At this time, the roof replacement was tabled and will be revisited in August when a decision will be made as to which roofing option will take place.

3. 2020 Stutsman and Logan County Budget Proposal:

Robin will be attending the Stutsman County Commission meeting tomorrow to present the proposed budget. Stutsman has proposed revenue of \$1,260,250.40. Estimated revenue: \$57.984 from the City and \$462,983 from County Mill Levy. Robin asked for a 2% increase in Mill Levy funding. There is a budgeted shortfall in the amount of \$13,889. School funds have been increased to \$41,200 for school nursing. Program activities increased by \$22,000 to \$454,427 which includes flu shot income, Environmental Health revenue, insurance payments, etc. Contractual income is \$123,665 which also includes the contract for Deb Fischer to teach the Health Careers class. State Aid, Match and Rent are also included in the revenue sources. Expenses total 1,277,223. Salaries account for the largest amount of expenses. Salaries did decrease as an Environmental Health Temporary position was removed. Total Salary and Fringe is \$909,750. Expenses are slightly higher than last year for total budget amount of \$367,473. There is a difference in revenue and expenses by (\$16,972). Robin also mentioned that Dianna Pollert has resigned her position as secretary and this position will not be rehired at this time. The remaining 2 secretaries are funded by federal programs and if federal funding is cut this would allow for continued funding for those positions. Robin asked the secretaries about filling the position

and they agreed that it would be best at this time to not hire and redistribute the workload. Logan County revenue is projected at \$111,788. County levy amount will be \$79,106. Total salary and fringe is for Logan County is \$99,736. Total budget expenses \$146,919 this is (\$35,131) difference in revenue vs. expenses. Denny Ova made a motion to approve the budgets for Stutsman and Logan Counties, seconded by Cynthia Schaar. Motion carried by Roll Call vote: Entzminger, Larson, Schaar, Ova, Haroldson and Torrance voted aye, none opposed.

4. Other:

None at this time.

New Business:

1. Approval of Expenditures:

May expenditures were reviewed. Dean Entzminger made a motion to approve the expenditures, seconded by Laurel Haroldson. Motion carried.

2. Approval of Profit and Loss:

One contract ended in May in the amount of \$3,780 for tobacco compliance checks. This amount was not expensed due to the Jamestown Police Department not having time to do the compliance checks. The money was therefore not requested from the State. Laurel Haroldson made a motion to approve the Profit and Loss Statements, seconded by Cynthia Schaar. Motion carried.

3. Other:

CD Update: Tami reported on a CD that has matured the Board had made a motion to move funds on at a previous meeting. The interest rate for the CD was 1.70% annually. This was a 12 month CD and dividends were received in the amount of \$4,779.01. The CD was moved into a savings account at First Community Credit Union. The interest rate at the Credit Union is based on the account balance. The balance of the savings account at the Credit Union is now \$285,897.17 with the addition of the CD funds. Tami reported we would like to add to the savings account at the Credit Union to get into the \$490,000 range for a higher interest rate by taking \$205,000 from the savings account at US Bank. This would provide more interest revenue to the health department (rate 1.00%). The Board can decide at a future date if some funds should be moved into another CD depending on the outcome of the roofing project. Cynthia Schaar made a motion to approve moving \$205,000 from the savings account at US Bank to the savings account at First Community Credit Union, seconded by Laurel Haroldson. Motion carried by roll call vote: Torrance, Entzminger, Schaar and Haroldson voted aye, none opposed.

Auditors will be here in July and there will not be a July Board meeting. Robin reported the repairs to the front of the building have been done and we are still awaiting word on the generator project to continue.

We are looking into Security Updates for client and staff safety. The secretaries and one of the nurses attended a workshop on safety and brought back some suggestions.

Meeting adjourned as there was no further business.

Respectfully submitted,
James Torrance, MD
Health Officer